



Licensing a Home-based Business

1. Go to the **Nevada Department of Taxation** located in the Grant Sawyer Building at 555 E. Washington Avenue (on the northeast corner of the intersection of Las Vegas Blvd. and Washington Ave.) After you have filed the required forms and paid any required fees, you will be given a form letter stating that you have complied with their requirements. You will need a copy of that letter for your city license application. For more information on their requirements, call (702) 486-2300.
2. Fill out the attached Las Vegas Business License Application legibly and completely. Sign the form where indicated.
3. If the business is a sole proprietorship or partnership, at least one principal must complete and sign the attached **child support supplement**. Read this document carefully before checking any of the options.
4. If you have recently purchased your home, bring a copy of your trust deed for the property. If you rent or lease your home, bring a letter from the property owner or leasing agent giving you permission to apply for a home occupation permit at that address.
5. At this stage, you should have the following:
 - a. A completed Las Vegas business license application.
 - b. A compliance letter from the Nevada Department of Taxation.
 - c. If applicable, a copy of your trust deed or the permission letter mentioned above in item 2.
6. Bring all these documents to the **Development Services Center, 731 South 4th Street**. Stop at the reception desk and you will be directed to the Planning Department for your home occupation permit and the Business Services desk for your Las Vegas business license.